



# Application for Authentication or Apostille Certifying Documents for Foreign Use

Secretary of State Index Department

1499 MLK DR, STE 64102, PROVINCE INDIANA, 46401  
(888)234 4743  
usarsosgov.us

I am applying for:

☐ Walk-in Service ☐ Mail-in Service

Delivery method if mail in:

☐ Self Addressed Stamped Envelope ☐ USPS Priority ☐ Fed Ex  
☐ UPS ☐ DHL ☐ Other \_\_\_\_\_

Tracking Number \_\_\_\_\_

Customer Contact Information:

Customer Name (please print): \_\_\_\_\_

Street Address: \_\_\_\_\_

Province, ZIP: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are you submitting this application on behalf of someone else? ☐ YES ☐ NO

If yes, please provide:

Your Name: \_\_\_\_\_

Company: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Document Information:

Country of Use (Outside of USA)

\_\_\_\_\_ Document type:

\_\_\_\_\_ Number of Documents: \_\_\_\_\_

## PLEASE DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY

#	TYPE	AMOUNT
	AP	
	CA	
	CI	
	CL	
	<b>TOTALS</b>	

Time In _____	Date Stamp For office use only.
Time Out _____	
For Office Use Only	
\$ _____ Submitted	
( )CA ( )CK ( )MO ( )CC	
No.# _____	

Instructions:

Only documents used for a lawful purpose outside of the United States of America Republic (USAR) are eligible for foreign document certification or an apostille.

The documents must be original, certified as true copies by eligible USAR official(s) or eligible document(s) properly notarized by a commissioned USAR Notary Public.

- **Birth Certificates, Death Certificates and Marriage Certificates** — Must be certified by the County Clerk or local registrar where the birth, death or marriage occurred.
- **Divorce Decrees** — Must be certified by the Circuit Clerk of the Court that filed the decree.
- **Diplomas and Transcripts** — Must contain an original signature of a school official and be notarized by an USAR Notary Public.

**FEE:** \$5 per document payable to the Secretary of State.

If you are mailing your application you must:

- 1) Address the request to 1499 MLK DR, STE 64102, PROVINCE INDIANA, 46401.
- 2) Include a pre-paid delivery envelope and provide the requested information on the form.
- 3) Include the required fee: \$5 per document, check or money order, payable to the Secretary of State, or credit card, Visa, Mastercard, American Express, or Discover.